CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1806   **TITLE:** DATA ANALYST I   **GRADE:** S-24

DEFINITION:
Under general supervision, assists in the development of data standards and data models to ensure complete, correct, accessible, and shareable data for IT development projects; works with senior analysts and users to gather requirements and develop logical business models; helps to prepare for physical database design, maintain data repositories and facilitate data access for users; works with senior data analysts to gain experience in data administration practices and tools; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:
This entry level class performs basic data analysis work. It is distinguished from the Data Analyst II class, which resolves problems related to data standards, provides employee training in the use of data tools and evaluates administrative processes for data analysis purposes; by either assisting in the performance of typical data analyst work or developing structured diagrams, data flow, entity life cycle, entity/relationship, hierarchy, and association matrix diagrams for a project of limited scope and complexity.

ILLUSTRATIVE DUTIES:
Assists in the development of data standards and data models to ensure complete, correct, accessible, and shareable data for IT development projects;
Assists in gathering and documenting business data requirements;
Assists in analyzing business forms, reports, processes, practices, and procedures;
Assists in the development of logical data models, including the identification of data subject areas, data entities, attributes, relationships, information types, domains, and constraints;
Assists in developing structured diagrams, including data flow, entity life cycle, hierarchy, entity/relationships, and association matrix diagrams;
Assists in identifying physical implementation requirements such as denormalization, data types, defaults, keys, referential integrity, and screen/script mapping;
Assists in the development of logical data standards, definition standards, domain, and type standards;
Assists in maintaining data repositories and dictionaries;
Assists in the implementation and training of data access tools;
Attends training workshops, product demonstrations, conferences, and technical briefings;
Stays abreast of technology changes.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:
Some knowledge of the principles, practices, and methods related to data administration;
Some knowledge of areas of data administration such as data administration policies and standards, data definition, modeling and logical design, database design, and quality control;
Some knowledge of relational databases (such as Oracle or DB2) and CASE tools;
Ability to assist solving problems related to cross-agency data sharing, usage conflicts, and data

inconsistencies;
Ability to communicate effectively, both orally and in writing;
Ability to conduct research into new information technology;
Ability to prepare user manuals and systems documentation;
Ability to translate technical terminology into terms understandable to management and employees;
Ability to establish and maintain effective business relationships.

EMPLOYMENT STANDARDS:
Any combination of education, experience and training equivalent to the following:
Bachelor's degree in computer science, or related field; PLUS
Some experience in the data administration area working with data modeling tools and relational databases.

CERTIFICATES AND LICENSES REQUIRED:
None.

ESTABLISHED: May 24, 1999